

Article V: Human Resources/General
Section D: Miscellaneous
Policy 010: Performance Evaluation Guidelines

V.D.010: Administrative procedures shall delineate evaluation processes for all managers and employees of RCC in compliance with existing bargaining agreements and the Exempt (Management) Handbook. All full-time staff excluding the College President will be evaluated annually by the appropriate supervisor. Such evaluations shall become part of the personnel file. The President will be evaluated annually by the RCC Board. Personnel evaluations will serve the following purposes to:

1. Determine if the college is achieving its expressed objectives.
2. Assure that the quality of services is of the highest order.
3. Provide a basis for recognizing superior and effective services.
4. Provide a basis for an assistance in obtaining self-improvement.
5. Promote motivation toward self-improvement.
6. Assist the college to improve its in-service training program.

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Policy 020: Travel Authorization

V.D.020: The President and administration may approve travel of employees within budgetary allocations and with reference to the following framework:

1. To transact business of the district.
2. To attend educational and professional meetings.
3. To attend meetings related to legislative matters important to the college.
4. To travel with student groups and for student activities.

All college travel must have prior approval obtained by submitting the travel authorization and expense request according to established college procedures. This includes travel that may be reimbursed by another agency. Current approved per diem and mileage rates will be paid as agreed upon by the board and the college associations.

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Policy 030: Management (Exempt) Contracts

V.D.030: The President, with approval of the Board of Education, will establish a Management Exempt Handbook and annual contracts for all management (exempt) contracts.

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Policy 040: Management Professional Growth Funds

V.D.040: Access to support of professional growth activity for management, administrative and professional employees will be provided by application to the appropriate Vice President, with approval by the President or his/her designee. The professional growth fund request form shall be used for this purpose. Professional growth fund requests should coincide with plans and recommendations for professional development established between employee and supervisor in an employee's performance evaluation or professional growth development plan. The plan shall establish professional goals, and outline proposed initiatives or planned activities for achievement of the goals outlined.

Requests will be reviewed, within the approved budget year for management professional growth, according to established administrative guidelines. Where there is an established agreement for an intended outcome within a two-year timeframe (example, completion of a degree or certificate directly related to employee's job assignment), a request for professional growth funds may be carried over for one fiscal year.

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Policy 050: Community Relations

V.D.050: The RCC Board encourages staff members to exercise their rights and obligations to participate in various community and public affairs as long as the time devoted to such activities is in keeping with the efficient operation and the goals of the college, and the staff members contractual obligations to the college.

Prior to engaging in such activities as campaigning for an elective office in municipal, county, state, or federal government, or accepting an appointive office in any of those governments, the staff member shall consult with his/her immediate supervisor to determine whether such activities will interfere with major duties at the college and if the activity can be reconciled with the staff member's relationship to the college.

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Policy 060: Telecommuter Agreement

V.D.060: Telecommuting is a program under which employees may be approved by the College to work at a place other than their traditional workplace on specified days and at their primary worksite the remainder of the time, retaining flexibility to meet the needs of the College. Established procedures are available in Human Resources.

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Policy 070: Emeritus Awards

V.D.070: The RCC Board may grant President Emeritus, Vice President Emeritus, Dean Emeritus or Faculty Emeritus status to a retiring or retired president, vice president, dean or instructor. Emeritus status should be reserved to honor an individual, in retirement, who has provided outstanding and distinguished service to RCC.

Outstanding and distinguished service is defined as service which goes beyond the routine duties and responsibilities of the appointment, and which have had an extraordinary impact on the College and/or the broader community. Outstanding and distinguished service would exceed that of an average satisfactory performance.

Emeritus status is given to an individual who has demonstrated exceptional commitment and contributions to RCC, exemplifying the highest standards of the College's core values, vision and leadership. The designation identifies the president, vice president, dean or faculty member as a continuing member of the RCC community. The title of emeritus may be awarded posthumously.

Nomination and Approval Process: A member of the RCC Board may nominate a retiring or retired college president, vice president, dean or instructor to emeritus status. The RCC president may also make recommendations to the Board for approval of emeritus status based on his/her own letter(s) of recommendation or letter(s) submitted by one or more of the vice presidents. The title must be approved by a majority of the Board.

Any such nominations will be established and recommendations presented to the Board of Education on or before June 30 of the employee's retirement year.

Rights, Privileges and Responsibilities: In addition to the benefits and privileges received by all retired faculty and staff, the president emeritus, vice president emeritus, dean emeritus, or faculty emeritus will also receive:

- A resolution naming and honoring the individual, along with a copy of the nomination letter.
- Listing in the college catalog and website;
- Use of the title "Emeritus" in community and professional activities;
- Invitations to all college events and activities; and
- The option to participate in future commencement ceremonies.

The title of emeritus does not confer a remuneration, rights to employment or benefits in addition to those provided above. Emeriti do not exercise the authority or administrative functions associated with holding a staff or faculty position at RCC.

The RCC Board retains the authority to withdraw an emeritus title at its discretion as it deems necessary and appropriate.